



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

April 15, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES:
ACCEPT A GRANT FROM UNIHEALTH FOUNDATION, INC.
FOR THE EXPANSION OF THE VAUGHN SCHOOL-BASED
HEALTH CENTER IN THE SAN FERNANDO VALLEY
(SUPERVISORIAL DISTRICTS 3 AND 5)
(4 VOTES)**

SUBJECT

To request Board approval for the Director of Health Services, to accept a grant award from the UniHealth Foundation, Inc. (UniHealth) in the amount of \$648,946, to expand Vaughn School-Based Health Center health and mental health services to children and adolescents, effective for a three-year period from the date of Board approval; and authorize the Department of Health Services (DHS or Department) to fill up to seven new Full-Time Equivalent (FTE) positions to support the increase in workload.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to sign the attached Grant Number 1251 from the UniHealth Foundation, Inc. in the amount of \$648,946, to provide support for the operation of the Vaughn School-Based Health Center, effective for a three-year period from the date of Board approval.
2. Authorize DHS to fill up to seven new Full-Time Equivalent (FTE) positions, consisting of a Nursing Attendant, Patient Resources Worker, Health Educator, Senior Clinical Social Worker, Senior Typist Clerk and two Registered Nurses, in

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

excess of what is provided in the Department's staffing ordinance pursuant to section 6.06.020 of the County Code, subject to allocation by the Chief Executive Office, partially offset by UniHealth funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

In approving the recommended actions, the Board is authorizing the Director of Health Services to accept a grant (Exhibit I) from the UniHealth Foundation, Inc. (UniHealth) that will support the expansion of the Vaughn School-Based Health Center (Vaughn Clinic) at the Vaughn Next Century Learning Center (Vaughn Learning Center).

This grant will support the expansion of accessible health and mental health care services to children and adolescents within the Pacoima and San Fernando areas. The grant will expand the clinic operating hours to accommodate the increased student enrollment at the new middle and high school campuses. The seven additional positions will support the increase in workload. The grant will provide for behavioral and adolescent health services for this at-risk student population.

FISCAL IMPACT/FINANCING

The UniHealth grant is a total of \$648,946 for a three-year period, allocated as follows: \$250,842 in year one, \$222,806 in year two, and \$175,298 in year three.

The total year one budget for the Vaughn Clinic is \$966,356. The grant offsets \$250,842 of this cost. The remaining costs are in-kind support valued at \$271,864 from the Vaughn Learning Center and \$443,650 from ValleyCare.

The program cost is partially offset by the grant, and the remainder will be funded within ValleyCare Network's Fiscal Year 2007-08 existing resources. There is no additional net County cost associated with this grant.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Because of budget reductions in June 2002, ValleyCare ceased operating a number of health centers, including the Vaughn Clinic. However, grant funds were secured in October 2002 to resume operation of the Vaughn Clinic four hours per day, five days a week through December 2003.

In November 2003, UniHealth awarded ValleyCare a \$490,413 restricted grant over three years to provide support for the Vaughn Clinic. This funding was used exclusively for the purpose of providing medically-related and other patient care services to the

elementary students and their siblings attending Vaughn Learning Center and several other schools within a designated catchment area. During the three years of operation, the clinic provided more than 3,000 patient visits.

The Vaughn Learning Center, a charter school since 1993 and operating as a quasi-independent entity of the Los Angeles Unified School District, has expanded its operations since 2005. In addition to the early learning center and elementary school, a middle and high school have been added. In 2006, school enrollment was 1,900 and 2008 enrollment is anticipated to increase to 2,200. The Vaughn Clinic currently provides primary and preventive health care services to the children enrolled in the Vaughn Learning Center as well as three early education centers, four elementary schools, and one middle school within close proximity. The grant funds will be used to support and expand these services to full-time weekday hours and to implement a mental health program in conjunction with the proposed teen clinical services offered at Vaughn Learning Center.

Vaughn Clinic services include episodic care to students with conditions that do not require immediate referral to either a hospital or health center. Specific services are immunizations, tuberculosis testing, physical exams and sports physicals, follow-up care for previously diagnosed conditions, laboratory services, audio-visual screening, and prescriptions. Minor problems such as sore throats, headache, acne, stomach problems, ear infection, and minor injuries are treated on-site. The clinical staff manages some chronic disease and disorders such as asthma and hypertension. Health education is offered to parents accompanying the child.

The proposed mental health services will include assessment and monitoring of social problems affecting the health status and social functioning of at-risk students, identification and assessment of the factors associated with resilience and strengths that promote optimal health, and counseling to address such critical issues as substance abuse, gang affiliation, physical and sexual abuse, domestic violence, learning disabilities, school dropout decisions, depression and suicide. Visits will incrementally increase from the current baseline annual level of 1,000 visits to 2,000 annual visits by the end of year three.

ValleyCare will provide necessary referrals to specialty, ancillary, and dental/vision services for all patients when clinically necessary and track them through its on-line automated referral system. Patients who require more comprehensive primary care services or have complex problems are referred to the adjacent County-operated San Fernando Health Center or Olive View-UCLA Medical Center. All referrals are coordinated with the family and tracked through the ValleyCare Referral System.

Honorable Board of Supervisors
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Additionally, ValleyCare will continue to work through school-based provider meetings to improve systems for identifying and enrolling eligible families into the Medi-Cal/Healthy Families program, thereby increasing the opportunity for reimbursement from the State.

Attachment A is the Grant Management Statement for Grants of \$100,000 or more.

County Counsel has approved Exhibit I as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Acceptance of the grant will support the expansion of health care services provided at the Vaughn Clinic. The Vaughn Clinic was included in the list of clinics proposed for privatization in the Department's Fiscal Update and Budget Mitigation Report of February 15, 2008. If health center privatization continues to be part of the Department's deficit management plan and is authorized by the Board, the Department will begin a process of identifying a community provider to continue and increase the visits provided at the Vaughn Clinic in consultation with UniHealth. These services would continue to be coordinated with referrals to specialty and dental care in the ValleyCare Network.

When approved, the Department of Health Services requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:SAS
MLM:DH:bjs

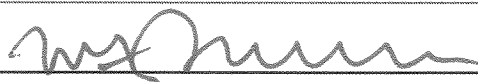
Attachments (2)

c: County Counsel
Director and Chief Medical Officer, Department of Health Services

**Los Angeles County Chief Executive Office
Grant Management Statement for Grants \$100,000 or More**

1. Department: Health Services (ValleyCare Olive View-UCLA Medical Center)		
2. Grant Project Title and Description		
TITLE: UniHealth Foundation, Inc. grant for Vaughn School-Based Health Center. DESCRIPTION: The grant will support the continued delivery of accessible health care services to children and adolescents within the Pacoima and San Fernando areas by increasing the clinic operating hours at Vaughn School-Based Health Center to accommodate increased school enrollment in middle and high school campuses at Vaughn Next Century Learning Center.		
3. Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
Private: UniHealth Foundation, Inc.	Not applicable.	As soon as possible upon Board approval.
4. Total Amount of Grant Funding: \$648,946		County Match:
5. Grant Period: Effective upon Board of Supervisors approval for a three year period.	Begin Date: Upon Board approval	End Date: 3 years after Board approval.
6. Number of Personnel Hired Under This Grant:	Full Time: 6	Part Time:
7. Obligations Imposed on the County When the Grant Expires		
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/> x	No <input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input checked="" type="checkbox"/> x	No <input type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
If the County is not obligated to continue this program after the grant expires, the Department will: Throughout the duration of the grant, ValleyCare will seek external sources of funding to support this program, including billing for Family PACT, CHDP, and other State resources as well as potential grant funders. If ValleyCare is unsuccessful at the end of the grant period, ValleyCare will attempt to absorb the program without reductions. In the worst case, ValleyCare would reduce services to meet available resources.		
a.) Absorb the program cost without reducing other services	Yes <input checked="" type="checkbox"/> x	No <input type="checkbox"/>
b.) Identify other revenue sources (describe below)	Yes <input checked="" type="checkbox"/> x	No <input type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/> x	No <input type="checkbox"/>
8. Impact of additional personnel on existing space:		
There is sufficient space to accommodate service expansion. The building was built and is maintained by Vaughn Next Century Learning Center.		
9. Other requirements not mentioned above:		

Department Head Signature



Date: 3-27-08

UniHealth Foundation

GRANT AGREEMENT

UniHealth Foundation (hereinafter "Grantor") agrees to make the following Grant to **Olive View-UCLA Medical Center** (hereinafter "Grantee"), and Grantee agrees to accept such Grant in accordance with the terms below and subject to the additional terms and conditions set forth in Exhibit A and made part hereof and makes the representations set forth in Exhibit B attached hereto and made a part hereof.

1. **Grant Number:** 1251
2. **Amount of Grant:** \$648,946
3. **Period of Grant:** January 21, 2008 – January 21, 2011
4. **Terms of Payment:**

\$125,421	Contingent upon receipt of signed agreement.
\$125,421	Contingent upon satisfactory 6-Month Site Visit completed by 7/14/08.
\$222,806	Contingent upon satisfactory Site Visit completed by 12/15/08 and receipt of satisfactory 1-Year Progress Report due 1/16/09.
\$175,298	Contingent upon receipt of satisfactory 2-Year Progress Report due 01/15/10.
5. **Specific Purposes of the Grant:** To be used exclusively for the purpose of providing health related and other patient care services in the Grantee's service area, as described in Grantee's proposal dated April 2, 2007 and any amendments thereafter. (See attached Budget)

Project Title: Vaughn School Based Health Center

Project Description: Olive View -UCLA Medical Center in partnership with Vaughn Next Century Learning Center is awarded \$648,946 over a three-year period to ensure delivery of accessible healthcare to children and adolescents within the Pacoima and San Fernando area. This program will double the number of hours the Vaughn-based Panda Clinic is open to provide health and mental health care treatment and education to junior high and high school students and their families. Olive View will work with the community to deliver well-coordinated services on a school campus that is accessible to some of the poorest students in the community. The services provided through a school-based health center will maximize the time children spend in class, assisting them in achieving high academic outcomes and minimizing time spent in at-risk behaviors.

UniHealth Foundation

Executed on behalf of the Grantor and Grantee as follows:

GRANTOR:

UniHealth Foundation

By Mary Odell
Mary Odell, President

Dated: 12-5-07

GRANTEE:

Olive View-UCLA Medical Center

By _____
Gretchen McGinley, Acting CEO

Dated: _____

Vaughn Next Century Learning Center

By _____
Yvonne Chan, Principal

Dated: _____

(SIGNED IN COUNTERPART)

EXHIBIT A

ADDITIONAL TERMS AND CONDITIONS TO GRANT AGREEMENT

1. Restrictions as to uses of the Grant Proceeds. Grantee will use the full amount of the Grant proceeds solely for the purposes specified in the Grant Agreement and for no other purposes. Any funds not expended or committed for the purposes of the grant within the grant period (or an authorized extension of the grant period) must be returned to the Grantor within 60 days of the close of the grant. This restriction relates to the purposes of the Grant; and, except as provided in paragraph 2, it is the responsibility of the Grantee to select appropriate means by which the Grant proceeds are used solely for such prescribed purposes, whether directly by its own use or by others selected by it. Grantee will use no more than ten percent (10%) of the Grant proceeds for general and administrative expenses that cannot be directly allocated to the programs and services funded by the Grant proceeds under Generally Accepted Accounting Principles, consistently applied.
2. Restrictions with respect to certain areas. Grantee agrees not to use any of the Grant proceeds:
 - a. To carry on propaganda, or otherwise to attempt to influence legislation (within the meaning of Section 501(c)(3) of the Internal Revenue Code);
 - b. To participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office (within the meaning of Section 501(c)(3) of the Internal Revenue Code);
3. Recordkeeping. Grantee agrees to maintain its books and records in such a way that funds from the Grantor will be shown separately on the Grantee's books. Expenditures made by the Grantee in furtherance of the purposes specified in the Grant Agreement must be charged against the Grant. Grantee will maintain records of such expenditures adequate to identify the use of funds for the specified purposes.
4. Reports to Grantor. Grantee shall supply Grantor with the following report or reports:

1-Year Progress Report due January 16, 2009.
2-Year Progress Report due January 15, 2010.
Final Report due February 21, 2011.

Reports must show (a) the use of the Grant proceeds based upon the records of the Grantee, detailing all expenditures made from such Grant proceeds, consistent with the approved attached budget (including salaries, travel, supplies and administrative), and (b) the progress made by the Grantee toward achieving the purpose for which the Grant was made consistent with the evaluation described in the Grant proposal, including: (1) a summary of the project objectives; (2) accomplishments toward achieving those objectives and any changes made during the course of the project in the strategy for accomplishing them; (3) problems encountered and how they were resolved; (4) financial statements showing all grant funds received and expended. (Report Guidelines attached)

UniHealth Foundation

5. Access to Books and Records. Grantor shall, upon request, provide access to its books and records relating to the Grant to the California Attorney General.
6. Charitable Trust: Grantee agrees that grant proceeds received from Grantor are held in charitable trust exclusively for the purposes specified herein.
7. Acknowledgement and Publicity. Grantee must receive approval from Grantor before releasing information about this grant to the press or other news media. Any publication produced by the Grantee that refers to this grant should include an acknowledgment of the Grantor that reads: *Supported by a grant from UniHealth Foundation, a non-profit philanthropic organization whose mission is to support and facilitate activities that significantly improve the health and well being of individuals and communities within its service area.*
8. Grant Termination. Grantor, at its sole option, may terminate the grant at any time if, in the Grantor's judgment, Grantee becomes unable to carry out the purposes of the Grant, ceases to be an appropriate means of accomplishing the purposes of the Grant, or fails to comply with any of the conditions of the grant award.
9. Limitations: It is expressly understood that the Grantor has no obligation to provide other or additional support for this or any other project or purposes.

UniHealth Foundation

EXHIBIT B GRANTEE'S REPRESENTATIONS TO GRANTOR

1. Grantee's Status. Grantee is one of the following types of organizations:

- a. A California nonprofit public benefit corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), because it is described in Section 501(c)(3), that either operates a general acute care hospital licensed under California Health and Safety Code Section 1250, or a supporting organization of such an organization that is also described in Section 501(c)(3) of the code, or
- b. A political subdivision, instrumentality or agency of the State of California, the County of Los Angeles, the County of Orange, or any city within the County of Los Angeles or the County of Orange, that operates a general acute care hospital licensed under California Health and Safety Code Section 1250, or a supporting organization of such an entity that is described in Section 501(c)(3) of the Code.

2. Grantee's Service Area. Grantee includes within its primary service and serves persons who reside in one or more of the geographic areas within the County of Los Angeles or the County of Orange as defined by one or more of the following U.S. Postal Service ZIP codes:

San Fernando and Santa Clarita	Westside and Downtown L.A.	San Gabriel Valley	Long Beach and Orange County
91303	91001	90026	90241
91304	90003	90027	90620
91306	90004	90028	90621
91307	90005	90029	90623
91311	90006	90031	90630
91316	90007	90032	90631
91321	90008	90039	90638
91324	90011	90041	90650
91325	90015	90042	90680
91326	90016	90065	90701
91331	90017	90640	90703
91335	90018	91006	90706
91340	90019	91007	90712
91342	90020	91016	90713
91343	90024	91042	90715
91344	90025	91107	90716
91345	90026	91108	90720
91350	90034	91201	90723
91351	90037	91202	90740
91352	90043	91203	90802
91354	90044	91204	90803
91355	90045	91205	90804
91356	90047	91206	90805

UniHealth Foundation

91364	90049	91207	90806
91367	90057	91208	90807
91381	90062	91214	90808
91384	90064	91501	90810
91401	90066	91706	90813
91402	90230	91731	90814
91405	90232	91732	90815
91406	90265	91733	92683
91411	90272	91754	92831
91601	90291	91755	92832
91605	90292	91770	92833
91606	90401	91775	92840
91607	90403	91776	92841
93065	90404	91780	92870
93225	90405	91801	92886
93510		91803	92801
93550			92802
			92804
			92805
			92806
			92807

3. Beneficiaries. The programs and services funded by the Grant proceeds will be provided within the zip codes set forth in Section 2 above.

UniHealth Foundation

Year 1	Line Item	Annual Patient Visits - 1200 # of Positions	Other Secured Funding - Vaughn Next Century Learning Center	Organization's Contribution	Requested from UHF	Total
	Physician, Specialist	0.5		\$74,292		\$74,292
	Nurse Practitioner	1.0		\$88,608		\$88,608
	Registered Nurse II	1.0			\$66,240	\$66,240
	Licensed Vocational Nurse II	1.0		\$38,712		\$38,712
	Nursing Attendant II	1.0			\$27,300	\$27,300
	Patient Resources Worker	1.0			\$33,000	\$33,000
	Health Educator	1.0			\$53,448	\$53,448
	Senior Clinical Social Worker	1.0			\$70,454	\$70,454
	Nurse Manager	0.1		\$10,272		\$10,272
	Senior Typist Clerk	0.3		\$11,585		\$11,585
	Business Office Manager	0.1		\$5,345		\$5,345
	Assistant Hospital Administrator IV	0.1		\$9,400		\$9,400
				\$171,030		\$171,030
				\$34,206		\$34,206
	Supplies and Services (7%)					\$60,000
	School Nurse - Primary Center	1.0	\$60,000			\$60,000
	Pediatric Nurse	0.2	\$45,000			\$45,000
	Medical Assistant	3.0	\$60,000			\$60,000
	Custodial Services	1.0	\$12,000			\$12,000
	Administration	0.1	\$5,000			\$5,000
	Clinic space; construction/mortgage		\$23,856			\$23,856
	Routine repair and maintenance		\$57,240			\$57,240
	Utilities, phone line, fax line		\$3,588			\$3,588
	Liability Insurance		\$4,580			\$4,580
	California School Health Center Association Consultant	1.0	\$600	\$200	\$400	\$1,200
			\$271,864	\$443,650	\$250,842	\$965,156

Benefits (35%)

Olive View-UCLA Medical Center
Vaughn School Based Health Center

BUDGET

UniHealth Foundation

Year 2	Line Item	Annual Patient Visits - 1600 # of Positions	Other Secured Funding - Vaughn Next Century Learning Center	Organization's Contribution	Requested from UHF	Total
	Physician Specialist	0.6		\$74,292		\$74,292
	Nurse Practitioner	1.0		\$88,608		\$88,608
	Registered Nurse II	1.0		\$66,240		\$66,240
	Licensed Vocational Nurse II	1.0		\$38,712		\$38,712
	Nursing Attendant II	1.0			\$27,300	\$27,300
	Patient Resources Worker	1.0			\$33,000	\$33,000
	Health Educator	1.0			\$53,448	\$53,448
	Senior Clinical Social Worker	1.0			\$70,454	\$70,454
	Senior Typist Clerk	1.0			\$38,604	\$38,604
	Nurse Manager	0.1		\$10,272		\$10,272
	Business Office Manager	0.1		\$5,345		\$5,345
	Assistant Hospital Administrator IV	0.1		\$9,400		\$9,400
				\$180,486		\$180,486
				\$36,097		\$36,097
	Supplies and Services (7%)					\$60,000
	School Nurse - Primary Center	1.0				\$45,000
	Pediatric Nurse	0.2				\$60,000
	Medical Assistant	3.0				\$12,000
	Custodial Services	1.0				\$5,000
	Administration					\$23,856
	Clinic space; construction/mortgage					\$57,240
	Routine repair and maintenance					\$3,588
	Utilities, phone line, fax line					\$4,580
	Liability Insurance					\$271,264
				\$509,453	\$222,806	\$1,003,523

Benefits (35%)

UniHealth Foundation

Year 3	Line Item	Annual Patient Visits - 2000 # of Positions	Other Secured Funding - Vaughn Next Century Learning Center	Organization's Contribution	Requested from UHF	Total
	Physician Specialist	0.5		\$74,292		\$74,292
	Nurse Practitioner	1.0		\$88,608		\$88,608
	Registered Nurse II	2.0		\$66,240	\$66,240	\$132,480
	Licensed Vocational Nurse II	1.0		\$38,712		\$38,712
	Nursing Attendant II	1.0		\$27,300		\$27,300
	Patient Resources Worker	1.0		\$33,000		\$33,000
	Health Educator	1.0		\$53,488		\$53,488
	Senior Clinical Social Worker	2.0		\$70,454	\$70,454	\$140,908
	Senior Typist Clerk	1.0		\$10,272	\$38,604	\$38,604
	Nurse Manager	0.1		\$5,345		\$5,345
	Business Office Manager	0.1		\$9,400		\$9,400
	Assistant Hospital Administrator IV	0.1		\$205,159		\$205,159
	Benefits (35%)			\$41,032		\$41,032
	Supplies and Services (7%)	1.0	\$60,000			\$60,000
	School Nurse - Primary Center	0.2	\$45,000			\$45,000
	Pediatric Nurse	3.0	\$60,000			\$60,000
	Medical Assistant	1.0	\$12,000			\$12,000
	Custodial Services		\$5,000			\$5,000
	Administration		\$23,856			\$23,856
	Clinic space, construction/mortgage		\$57,240			\$57,240
	Routine repair and maintenance		\$3,588			\$3,588
	Utilities, phone line, fax line		\$4,580			\$4,580
	Liability Insurance		\$271,264	\$723,302	\$175,298	\$1,169,864

UniHealth Foundation

Line Item	# of Positions			Other Secured Funding			Organization			Requested from UHF		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Physician Specialist	0.5	0.5	0.5				\$74,292	\$74,292	\$74,292			
Nurse Practitioner	1.0	1.0	1.0				\$88,608	\$88,608	\$88,608			
Clinic Nurse II	1.0	1.0	2.0				\$38,712	\$66,240	\$66,240	\$66,240		\$66,240
Licensed Vocational Nurse II	1.0	1.0	1.0					\$38,712	\$38,712			
Nursing Attendant II	1.0	1.0	1.0					\$27,300	\$27,300	\$27,300		
Patient Resources Worker	1.0	1.0	1.0					\$33,000	\$33,000	\$33,000		
Health Educator	1.0	1.0	1.0					\$53,488	\$53,488	\$53,448		
Senior Clinical Social Worker	1.0	1.0	2.0					\$70,454	\$70,454	\$70,454		\$70,454
Senior Typist Clerk	0.3	1.0	1.0				\$11,585			\$38,604		
Nurse Manager	0.1	0.1	0.1				\$10,272	\$10,272	\$10,272			
Business Office Manager	0.1	0.1	0.1				\$5,345	\$5,345	\$5,345			
Assistant Hospital Administrator IV	0.1	0.1	0.1				\$9,400	\$9,400	\$9,400			
Benefits (35%)							\$171,030	\$180,486	\$205,159			
Supplies and Services (7%)							\$34,206	\$36,097	\$41,032			
School Nurse - Primary Center	1.0	1.0	1.0	\$50,000	\$60,000	\$60,000						
Pediatric Nurse	0.2	0.2	0.2	\$45,000	\$45,000	\$45,000						
Medical Assistant	3.0	3.0	3.0	\$60,000	\$60,000	\$60,000						
Custodial Services	1.0	1.0	1.0	\$12,000	\$12,000	\$12,000						
Administration	0.1	0.1	0.1	\$5,000	\$5,000	\$5,000						
Clinic space; construction/mortgage				\$23,856	\$23,856	\$23,856						
Routine repair and maintenance				\$57,240	\$57,240	\$57,240						
Utilities, phone line, fax line				\$3,588	\$3,588	\$3,588						
Liability insurance				\$4,580	\$4,580	\$4,580						
California School Health Center Association Consultant	1.0			\$600			\$200			\$400		
Totals				\$271,864	\$271,264	\$271,264	\$443,650	\$509,453	\$723,302	\$250,842	\$222,806	\$175,298

Olive View-UCLA Medical Center

Olive View-UCLA Medical Center
Vaughn School Based Health Center

UniHealth Foundation Report Guidelines

Financial Component

Reports must show the use of the Grant proceeds based upon the records of the Grantee, detailing all expenditures made from such Grant proceeds, consistent with the approved budget in the following format:

Description	Original Approved	Approved Change	Actual Expended to date	Comment
Example				
Project Manager	\$20,000	\$23,000	\$20,000	Reflects 11 months of salary
Medical Supplies	\$5,000	none	\$4,998	

Program Component - Chart

Reports must show the progress made by the Grantee toward achieving the purpose for which the Grant was made consistent with the evaluation described in the Grant proposal, including: (1) a summary of the project objectives; (2) accomplishments toward achieving those objectives and any changes made during the course of the project in the strategy for accomplishing them.

Key Activities	Measurable Objectives	Evaluation Indicators	Implementation Timeline	Progress
Example		▪		
Dental screenings at school sites by appointment	Increase access to dental care for 200 school children per month	▪ # encounters ▪ # referrals for treatment	Monthly from September through June	
Outreach, education, referral to prenatal care, enrollment in MediCal for underserved women	Provide prenatal care for 300 women	▪ # of women served ▪ participation rates in prenatal care ▪ # and % of low birth weight babies	One year or over the life of the grant	

Program Component – Narrative

Reports must also include a narrative summary of project objectives and accomplishments, as well as problems encountered and how they were resolved.

**** For Final Reports,** provide financial data, program chart and program narrative for the entire project.